Polk County Jail Policy and Procedures Manual

C. Safety and Security

C-905 SECURE CONTROL POST ORDERS

Hours of Duty:

First Shift: 0600-1430 Second Shift: 1400-2230 Third Shift: 2200-0630

Days:

Sunday through Saturday

Equipment:

Badge Black Pen

Portable Radio Handcuffs with Case

Handcuff key Name plate

Latex Gloves

GENERAL INSTRUCTIONS

- 1. The Secure Control Officer must report in full duty uniform.
- 2. Read and follow Secure Control Officer post orders.
- 3. Complete logs and necessary reports before going off duty.
- 4. Know emergency evacuation procedures for the facility.
- 5. Inspect the condition of all jail equipment at that post.
- 6. Officers may deviate from general orders under emergency situations and/or at the direction of the shift supervisor or other command staff.
- 7. Times noted on the Post Orders are approximate and subject to change depending on availability of staff, security needs and exigent circumstances.
- Read and follow jail and departmental policy and procedure.

SCHEDULED DUTIES

First Shift: 0600-1430

0600 Shift Briefing

O615 Shift change on post

Exchange radio

Read shift log on JMS

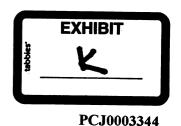
Visually inspect Secure Control area with off-going officer

Wake-up/lights on

Head count

0630-1400 Operate pod controls as necessary

1400 Prepare for shift change



1415 Exchange radio Head count 1430 Off duty

Second Shift:

1400-2230

1400 Shift Briefing 1415 Shift change on post Exchange radio Read shift log on JMS Visually inspect Secure Control area with off-going officer Head count 1445 Meal count to kitchen 1445-2200 Operate pod controls as necessary 2200 Prepare for shift change 2215 Exchange radio Head count 2230 Off duty

Third Shift:

2200-0630

2200 Shift Briefing 2215 Shift change on post Exchange radio Read shift log on JMS Visually inspect Secure Control area with off-going officer Head count Lights out Operate pod controls as necessary 2230-0600 Prepare for shift change 0600 0615 Exchange radio Head count 0630 Off duty

NON-SCHEDULED DUTIES

- 1. Operate pod controls as required.
- 2. Maintain communication with Floor Officer and Master Control Officer to ensure smooth operation of the facility.
- 3. Monitor closed-circuit television system.
- 4. Monitor the housing units and activity rooms (when occupied).
- 5. Give commands over the intercom to inmates in the housing units as required (headcounts, meals, medications, etc).
- 6. Report to the shift supervisor as required.
- 7. Clean/maintain area and equipment as needed.

Signatures:	
Sheriff	Date
Jail Administrator	- Date
I,duties and responsibilities required procedures and responsibilities set f	hereby acknowledge receiving a copy of the by this post (Secure Control). I understand the duties orth by this post.
Officer's Signature	Date & Time